

About Us: i-80 Gold Corp is a well-financed gold producer and developer holding an impressive portfolio of advanced-stage gold projects in the State of Nevada. The Company's primary goal is to build a self-sustaining, multi-asset, mining company with a peer-best growth platform by employing a methodical, capital disciplined and staged approach to minimize risk while also assessing and monitoring for accretive growth opportunities. For more information about i-80 Gold please visit our website: www.i80gold.com.

Position: Administrative Assistant

i-80 Gold Corp is seeking a candidate to fill the position of Administrative Assistant. The right individual will have excellent communication skills and can embrace a challenge with confidence, a calm sense of urgency and a positive attitude. Along with strong communications skills you will be highly detail orientated, have strong multi-tasking skills and be able to handle confidential material appropriately. Ability to shuffle prioritization of tasks in an everchanging dynamic work environment is a must.

Location: Lone Tree Mine near Battle Mountain, NV

Responsibilities

- Provide administrative support to two mine sites
- Welcome guests, answer incoming calls, screening and forwarding appropriately
- Retrieving and sorting incoming and outgoing mail and courier packages
- Day to day upkeep of the office, kitchen, supply room, file room, and all common areas of the office
- Ordering equipment and supplies for team and new staff
- Coordinate spare vehicle schedule
- Organizing meetings, booking meeting rooms, organizing conference calls, video conferences, catering
- Create templates and reports, and proofread various documents, reports, letters, presentations, etc.
- Assist with business data gathering, reporting, and site record keeping
- Maintaining electronic filing system and assist with 4site upkeep
- Record safety meeting minutes, manage distribution of incident reports, track site exposure hours
- Verify timecard hours and assist with payroll for both mine sites
- Assist with and planning office and charity events
- Travel booking
- Assist with site security system and badges
- Other duties as assigned

Qualifications

- 3+ years' experience as an office administrator or similar position
- Proficient in Microsoft Office applications (Excel, Word, Outlook, PowerPoint)
- Experience with SharePoint is preferred
- Keen attention to detail
- Ability to prioritize, multi-task and work both independently and as part of a team
- Excellent written and verbal communication skills
- Strong analytical skills

- Strong work ethic and positive team attitude with the ability to show initiative
- Able to work with minimal supervision
- Some flexibility required for varied work hours during busy periods
- Must pass pre-employment physical and drug screen

How to Apply:

Please refer to the Careers page on our website for instructions on how to apply. We thank you for your interest. Only those selected for an interview will be contacted.